



# City of Annapolis

## Office of Human Resources

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### Position Vacancy Announcement

Position	Recreation & Sports Supervisor (6003)	Opening date	October 19, 2010
Department	Recreation & Parks	Closing date	Open Until Filled
Salary range	\$47,567.00 - \$76,108.00 (A12)		

#### General statement of duties

Plans and supervises all City-wide athletic activities; does related work as required.

#### Distinguishing features of the class

An employee in this class performs supervisory and professional recreation work in organizing sports groups and planning a wide variety of special sports activities. Considerable independent judgment and initiative are required in developing and maintaining the assigned area of the overall recreational athletic program within policy and financial limitations. Considerable diplomacy must be exercised in dealing with participants, volunteer workers, and the general public. Assignments arise from long-range plans, public demand for sports activities, and observation of recreational needs of the City. The Recreation and Parks Director is available for discussion of problems and advice in planning. Work is controlled and evaluated in conferences, through review of reports, and by observation.

#### Examples of work (illustrative only)

- < Organizes, schedules, and promotes youth and adult athletic leagues, tournaments, and other special sports activities;
- < Purchases supplies and equipment needed for above activities;
- < Recruits, supervises, and schedules all part-time workers for indoor recreation centers and outdoor athletic field complexes;
- < Contracts, schedules, and evaluates officials for athletic leagues and tournaments;
- < Maintains contracts and records for all athletic leagues and tournaments;
- < Appoints committees to evaluate protests arising out of athletic contests;
- < Provides appropriate materials to area newspapers for publicizing activities and their results;
- < Holds disciplinary hearings for participants in leagues and tournaments as necessary;
- < Promotes, advises and runs special athletic events;
- < Coordinates indoor and outdoor athletic facility use for all sports groups' games and practices;
- < Works in conjunction with Parks Administrator to arrange scheduled field usage for all athletic activities;
- < Interacts regularly with the Recreation Program Supervisor to insure program compatibility and scheduling.

### **Required knowledge, skills and abilities**

General knowledge of sport rules and regulations, community relations, and ability to execute an activity within a set budget. Ability to work with many community athletic groups to coordinate facility scheduling, effectively communicate with staff and program participants, program and execute an activity in a broad phase of the program, cooperate with public and private groups, agencies and the general public, develop and maintain effective relationships with co-workers and with activity participants and prepare clear and concise reports. Good judgment, strong written and oral communication skills. Knowledge of word processing and scheduling computer software, preferred. Good knowledge of community recreation work; considerable knowledge of one or more phases or functions of such work; good physical condition.

### **Acceptable experience and training**

Considerable recreational experience, some of which shall have included supervision, and graduation from a college or university of recognized standing with an undergraduate degree in recreation programming, physical education, sports management or related field; experience in community organization, community action or similar community based work; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Parks and Recreation Professional and Community First Aid and Safety certifications preferred. Valid motor vehicle license issued by the State of Maryland required.

### **Americans with Disabilities Act**

Physical ability: ability to work outside in all seasons; ability to operate a vehicle and operate standard office equipment including copier, computer, fax machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.

Visual ability: sufficient to observe recreation activities, to effectively operate standard office equipment; ability to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to hold conversation with other individuals both in person, over a telephone and/or radio.

Speaking ability: sufficient to communicate effectively with other individuals in person, over a telephone and/or radio.

Freedom from mental disorders which would interfere with performance of duties as described.

### **Application process**

Candidates must complete a City of Annapolis application form. The application must be postmarked, or received in the City of Annapolis Department of Human Resources office by 4:30 p.m. on the closing date. Incomplete applications will not be considered.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.